

MONTANA FISH, WILDLIFE & PARKS
INTERN PROGRAM ANNOUNCEMENT

EMPLOYER: Montana Fish, Wildlife & Parks

CONTACT PERSON'S NAME/TITLE: Maren Murphy/Parks & Recreation Planner

ADDRESS: PO Box 200701

CITY: Helena

STATE: MT

ZIP: 59620-0701

PHONE: 406-444-3364

EMAIL ADDRESS: marenmurphy@mt.gov

DATE OF ANNOUNCEMENT: Friday, January 10, 2014

APPLICATION DEADLINE: Friday, March 7, 2014 at 5:00 PM (postmarked)

****STUDENTS MUST BE CURRENTLY ENROLLED IN A UNIVERSITY/COLLEGE****

POSITION TITLE: Parks Visitation and Research Lead

OF POSITIONS: 1

LOCATION(S): Helena

WORK START/END DATES: May 19 – September 5

HOURS/WEEK: 40 hours/week

TRAINING/ORIENTATION DATES:

Project training in Helena; date to be determined based on schedule.

COMPENSATION (PAY, PER DIEM, HOUSING, VEHICLE, ETC):

Funded at \$10.50/hour. Vehicle will be provided for necessary travel in the region or reimbursement for personal vehicle use. Housing will not be provided, but meals and lodging in association with travel will be reimbursed as appropriate within FWP meal and lodging policies. Uniforms, laptop computer, and cell phone will be provided as necessary.

POSITION DESCRIPTION:

The Montana State Parks Research Coordinator Lead will lead and coordinate the collection of State Park visitation data under supervision of the Parks & Recreation Planner. This position will directly oversee 5 field interns with the support of the Parks Planner. The focus of the project is on visitation data collection (including surveying) to assess specific trends in visitation to the parks. Position duties and opportunities will focus on managing intern communications, field sampling schedules, time reporting, and serve as the main liaison between field interns and the Parks Planner. The position will also support field work as needed, and include preparation of a final report on the project. The position will require some training prior to the other interns starting, and will be based in Helena. The position will include travel, possibly including overnight travel, to parks throughout the state. Local applicants desired, but not required.

Responsibilities:

Internship responsibilities will include but not be limited to the following:

- Oversee work of 5 field interns, including managing intern communications, field sampling schedules, time reporting
- Serve as the main liaison between the field interns and the Parks Planner
- Lead test sampling protocols for updating visitation metrics
- Assist field interns with data collection at multiple parks over the course of the summer as needed
- Coordinate production of a final report based on results with timelines for implementation

- Assist the Parks Planner and regional staff with visitation training as necessary
- Assist on additional projects as available based on need and interest

Learning Objectives:

- Develop a working knowledge of recreation management and data collection
- Gain an understanding of the Montana State Parks system
- Improve project management skills and management experience
- Utilize statistical analysis and sampling methods with a purpose of implementing visitation data collection
- Collaborate with a diversity of staff experts at the park, regional, and state levels
- Develop/improve technical writing skills and data analysis with preparation of final report

SKILLS, ABILITIES, KNOWLEDGE NEEDED (EDUCATION; UNDERGRAD/GRAD LEVEL, SUGGESTED/REQUIRED MAJORS):

- Academic majors or coursework related to recreation planning, environmental policy and project management, geography, statistics, parks and recreation management, or resource management is preferable.
- Upper-level class standing and/or coursework is preferred.
- Previous volunteer and/or project management experience is strongly desired.
- Coursework or other experience in survey research and statistics is desired.
- Excellent oral and written communication skills and independent work skills is highly desired.
- Proficient in Microsoft Word and Excel.
- Must be comfortable interacting with the public in an outdoor recreation setting.
- Must have a good driving record and a valid driver's license and must be willing to drive to remote locations across Montana as necessary. While every effort will be given to secure an FWP vehicle for travel use, access to a reliable personal vehicle is highly desired. Use of a personal vehicle will be reimbursed. Most sites are in somewhat remote rural areas across Montana.

APPLICATION MATERIALS/PROCEDURES (RESUME, COVER LETTER, REFERENCES, ETC.):

Submit resume; cover letter explaining applicable skills and experience, particularly with volunteer and project management experience; and three references to:

Parks Visitation and Research Lead
c/o Maren Murphy
Montana State Parks
PO Box 200701
Helena, MT 59620-0701

Or email: marenmurphy@mt.gov with the subject line: Parks Visitation and Research Lead Application

Phone calls and inquiries are also welcome.

ADDITIONAL INFORMATION: (HOUSING OF ANY KIND PROVIDED OR POSSIBLY AVAILABLE I.E. TRAILER, FREE CAMP SPOT, BASEMENT APARTMENT, EXTRA SLEEPING ROOM, ETC.)

Interns will be expected to find their own housing. Certain locations may have options on a case-by-case basis. Travel required as part of position will be covered through a per diem or reimbursed. Project administration will require a workspace, access to State vehicle, meals and lodging as appropriate within the meal and lodging policies, and uniform and supplies. Willing to use a personal laptop and cell phone is desired if available.

